

# BROOKLINE RETIREMENT SYSTEM ADMINISTRATIVE ASSISTANT

## **PURPOSE OF THE POSITION**

To assist the Administrator in the management of the general day-to-day operations of the Brookline Retirement System. The individuals will provide support to the Administrator relative to the Board's investment of assets and administration of retirement benefits that are consistent with the policies and mandates of the Brookline Retirement Board, pursuant to Massachusetts General Laws Chapter 32, and the rules and Regulations promulgated by the Public Employee Retirement Administration Commission.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The Administrative Assistant is expected to assist the Administrator in the performance of the Administrator's duties and shall accept assignments from the Administrator and from the members of the Board from time to time as may be required.

The Administrative Assistant is required to interact closely with the Administrator and employees of the Board, in conducting the day-to-day business of the Brookline Retirement system and in reviewing and preparing matters for presentation to the Board. These duties include, but not limited to the following:

Maintain control log for payment of the monthly retiree payroll;

Process, input and file all changes to the monthly payroll including any health deductions changes, direct deposit information, address changes, etc.;

Maintain retiree/survivor data base in computer system (PTG);

Process monthly retirement checks and direct deposit for retirees, and prepare for all the checks and direct deposits for mailing;

Maintain member paper files to include enrollment forms, DD214s, transfer documentation, etc.;

Upload and post payroll deductions for all retirement units;

Maintain weekly control log for Members' Town and School deductions and on a monthly basis for the Brookline Housing Authority;

Assist in the retirement counseling to members and beneficiaries;

Assist in maintaining an accurate record of members accounts in the Annuity Savings Fund;

Process transfers to or from another system and prepare withdrawals of accounts at termination;

Work with financial institutions to assist with direct rollovers;

Interact with beneficiaries regarding death benefits and counselling families of deceased members; and

Under the supervision of the Administrator, process applications for accidental and/or disability retirement. Communicate and process applications with PERAC, utilizing their software platform, Prosper. Request, coordinate, and prepare disability cases for submission to medical panels. Receive, copy, and file medical records with appropriate parties. Correspond with members, BCRS board attorney, members' attorney, and PERAC on disability processing and/or board decisions.

### **Miscellaneous Duties**

Responsible for processing necessary paperwork for new members.

Responsible for scanning/filing documents for both active/retiree members.

Maintains all confidentiality for all employees and members.

Process the weekly staff payroll to be approved by the Administrator.

Assist the Retiree Healthcare Liability Trust Fund Board (OPEB) with the posting of board meetings; record the minutes and monthly statements.

Receive and return telephone calls and other correspondence, assists in special projects and mailing; performs all other duties assigned by the Administrator. \*

### **KNOWLEDGE AND SKILLS**

Massachusetts General Laws Chapter 32; Social Security and its impact upon pensions in Massachusetts.

PTG System, MUNIS, Microsoft Office (Word, Excel and PowerPoint) Microsoft Outlook.

## **WORKING CONDITIONS:**

Physical Demands:

**Strength:** Ability to lift 15 pounds.

**Type:** Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files. Ability to walk or stand for extended time periods. Ability to express and exchange ideas by means of written and spoken word. \*\*

**WORK SCHEDULE:** Ability to work a 37.5 work week, Mondays through Thursday 8:00am to 5:00pm, and Fridays 8:00am to 12:30pm.

Applicants will be required to undergo a background check including CORI/SORI screening prior to employment.

**SALARY RANGE:** \$64,000.00-\$70,000.00 with health, life and other benefits.

**APPLICATION PROCESS:** Please provide a resume and cover letter of interest to Frank Zecha, Executive Director via email at [fzecha@brooklinema.gov](mailto:fzecha@brooklinema.gov) no later than Friday, February 21, 2020.

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

\*\*Applicants who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.